

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	505 KAR 1:100 REFERENCES: 3-JTS-1A-06; 5B-01, 07, 08 3-JCRF-5B-02 1-JBC-5B-01, 02, 06
CHAPTER: Admissions	AUTHORITY: KRS 15A.069	
SUBJECT: Classification		
POLICY NUMBER: DJJ 200.1		
TOTAL PAGES: 4		
EFFECTIVE DATE: 1/04/2016		
APPROVAL: Bob D. Hayter	, COMMISSIONER	

I. POLICY

Youth committed or sentenced to the Department of Juvenile Justice (DJJ) shall be assessed and placed based upon the least restrictive environment within which the youth's treatment needs can safely be met, identifying special needs of a youth, and identifying the level of structure and supervision required by a youth subject to bed availability. The overall authority and responsibility for classification in the Department has been assigned to the Classification Branch.

- A. The Department shall provide services to youth without discrimination as to race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity, genetic information, political affiliation, or veteran status.
- B. Youth shall not be admitted to the Department program or contracted agency if detoxification from alcohol or drugs is required. If detoxification is required, medical clearance shall be submitted in writing prior to admission.
- C. Only youth who are adjudicated for offenses that would be crimes if committed by adults and are committed or sentenced to the Department of Juvenile Justice shall be placed by DJJ.
- D. This policy shall not be intended to address procedures for admission into detention facilities, alternatives to detention, or day treatment programs operated by or under contract with the Department of Juvenile Justice.

II. APPLICABILITY

This policy shall apply to all DJJ community offices, contracted out-of-home placements, and programs of the Department, and to the youth committed or sentenced to the Department.

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III. DEFINITIONS

Refer to Chapter 200.

IV. PROCEDURES

- A. The Classification Branch staff shall utilize the classification manual containing all of the classification procedures. This manual shall be available to all staff and shall be reviewed at least annually by the Director of Placement Services and the Classification Branch Manager.
- B. The JSW shall utilize the Classification and Placement Manual in making dispositional recommendations to the court
- C. An initial placement referral may be submitted by the Juvenile Service Worker or the Juvenile Services Specialist as a result of an initial commitment to the department.
- D. The initial placement referral packet shall contain a copy of the commitment or sentencing order, petition(s), and face sheet. The referral packet may contain the justification for placement, the Risk and Criminogenic Needs Assessment (RCNA), the Case Management Needs Assessment (CMNA), educational records, psychological assessments, psychiatric assessments, sex offender assessments, discharge summaries from other programs, incident reports, prior probation violation reports, predisposition, or presentence reports.
- E. The Classification Branch Manager or designee shall review the initial placement packet.
- F. The Classification Branch staff shall make the decision regarding the placement of the youth.
- G. The Level of Placement Continuum:
 - Level 0 Home or other placement arranged by parent or guardian on conditions of supervision, as defined by DJJPP Chapter 6 (Definitions).
 - Level 1 Therapeutic Foster Care (TFC).
 - Level 2 Group Home, Private Child Care Providers (PCC), Psychiatric Hospital admissions facilitated by the Classification Branch.
 - Level 3 Staff Secure Youth Development Centers (YDC).
 - Level 4 Physically Secure Youth Development Center.
 - Level 5 Maximum Secure Youth Development Center.

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No Level Psychiatric Residential Treatment Facility (PRTF)

H. Overrides, which shall be documented, may be utilized to move a youth up or down in the placement level continuum to better meet treatment needs.

I. Commitment and Out of Home Timeframes

1. Youth who are committed on a Class A or B Misdemeanor (excluding declared JSOs or offenses involving a deadly weapon) shall be subject to the following timeframes:
 - a. A maximum of four (4) months of out of home placement including detention pursuant to KRS 15A.0652.
 - b. An extension of the length of out of home placement pursuant to KRS 15A.0652 may be considered as referenced in The Classification and Placement Manual section VII. Administrative Transfer Request (ATR).
 - c. Maximum commitment timeframe is not to exceed twelve (12) months pursuant to KRS 635.060.
 - d. Unless the ATR Committee has authorized the extension of placement, the youth shall be released at the end of the statutory timeframe for out-of-home placement.
2. Youth who are committed on a Class D Felony (excluding declared JSOs or offenses involving a deadly weapon) shall be subject to the following timeframes:
 - a. A maximum of eight (8) months of out of home placement including detention pursuant to KRS 15A.0652.
 - b. An extension of the length of out of home placement pursuant to KRS 15A.0652 may be considered as referenced in The Classification and Placement Manual section VII. Administrative Transfer Request (ATR).
 - c. Maximum commitment timeframe is not to exceed eighteen (18) months pursuant to KRS 635.060.
 - d. Unless the ATR Committee has authorized the extension of placement, the youth shall be released at the end of the statutory timeframe for out-of-home placement.

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3. Any time spent in an out-of-home placement arranged by DJJ shall count toward the maximum out-of-home time allowed by statute.

V. MONITORING MECHANISM

Monitoring shall be done by the Director of Placement Services, Quality Assurance Branch, and the Classification Branch Manager.